



# ***The ABC's of Military Transcripts***

**Cynthia Bruce**  
**Associate Director, Military Programs**

**DANTES Services Workshop**  
**Pensacola, FL**  
**March 30, 2005**

# ACE

## Center for Lifelong Learning

### PROGRAM EVALUATIONS

- Military Programs
- Corporate Programs



American Council on Education

# Program Activities



**Evaluate formal courses and occupational specialties**



**Publish course and occupation descriptions and academic credit recommendations**



**Transcript and registry services**



# Commission on Lifelong Learning



American Council on Education

# ACE

## Center for Lifelong Learning

### *Guiding Philosophy*

*“WHAT an individual learns is more important than WHEN, WHERE, and HOW the individual learned it.”*



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# Course Evaluations

- Formal military instruction and military occupations specialties courses approved by a central authority
- Correspondence courses with proctored end-of course exams



# Occupation Evaluations

- Army  
Enlisted and Warrant Officer MOSs
- Navy  
General rates and ratings, limited duty and warrant officer specialties, selected Naval Enlisted Codes (NECs)
- Coast Guard  
General rates and ratings, warrant officer specialties, selected aviation billets (pilots)
- Marine Corps  
Selected enlisted aviation MOSs



# What We Do Not Evaluate.....

- Air Force courses transcribed by CCAF
- Military schools with degree-granting status
- Courses outsourced to colleges and universities
- Coast Guard Qualification Codes





# Course and Occupation Reviews

???????



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# How are reviews conducted?



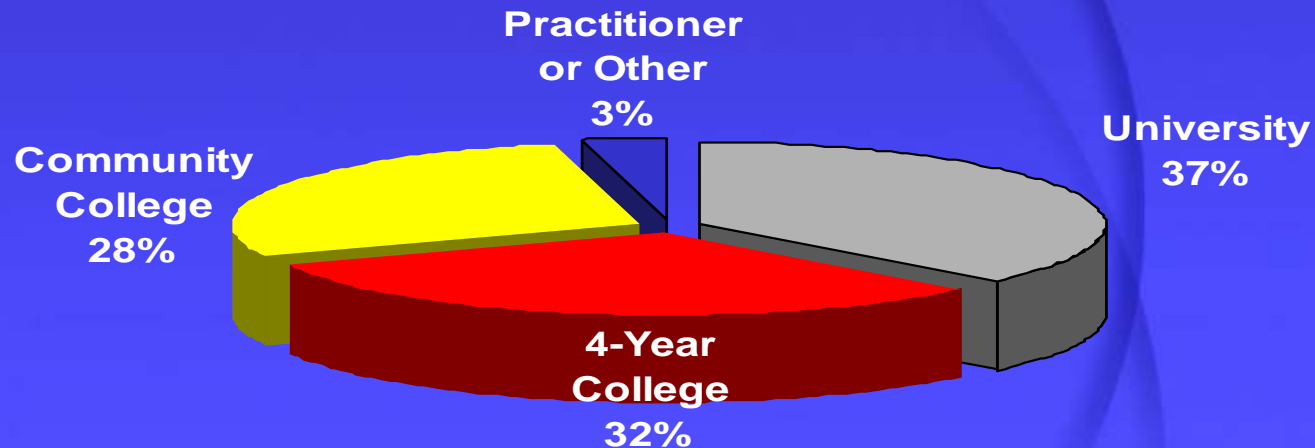
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# Evaluation Process

1. Team of subject-matter specialists (academic faculty)

Faculty Reviewers by Type of Institution



# Evaluation Process

2. Subject-matter specialists and ACE representative travel to military base
3. Review written material or conduct interviews (occupations)
4. Write descriptions focusing on 3 main areas:
  - a. learning outcomes
  - b. assessment measures
  - c. translating the outcomes into collegiate learning



# What Makes a Course College Level ?

Content and Rigor  
MUST BE  
at the Postsecondary  
Level!



# Vocational Certificate Level

- This type of coursework is normally found in year-long certificate programs that are designed to provide students with occupational skills.
- Course content is specialized, and the accompanying shop training emphasizes procedural rather than analytical skills.

# Lower Division Baccalaureate/ Associate Degree Category

- Course emphasis is on learning basic principles that have broad judgmental applications.
- Coursework typically found in programs leading to the Associate Degree and/or the first two years in a baccalaureate institution.



# Upper Division Baccalaureate

- Course content usually involves specialization of a theoretical or analytical nature beyond the introductory level.
- Course content is usually found in the last two years of a baccalaureate program.





# Graduate Degree Level

The Course and its Content Involves:

- Critical Analysis
- Scholarly and Professional Application of Specialized Knowledge within a Discipline
- Oriented towards Independent Study
- Typically involves Original Research

# No Credit Recommended

- Material presented in the course is not comparable to courses offered by colleges and universities
- Material offered is inadequate for a judgment to be made



# No Credit Recommended

- Adequate evaluation/assessment is lacking
- Too limited in scope or too narrowly focused to be comparable to those in college programs

# Review Process

???????



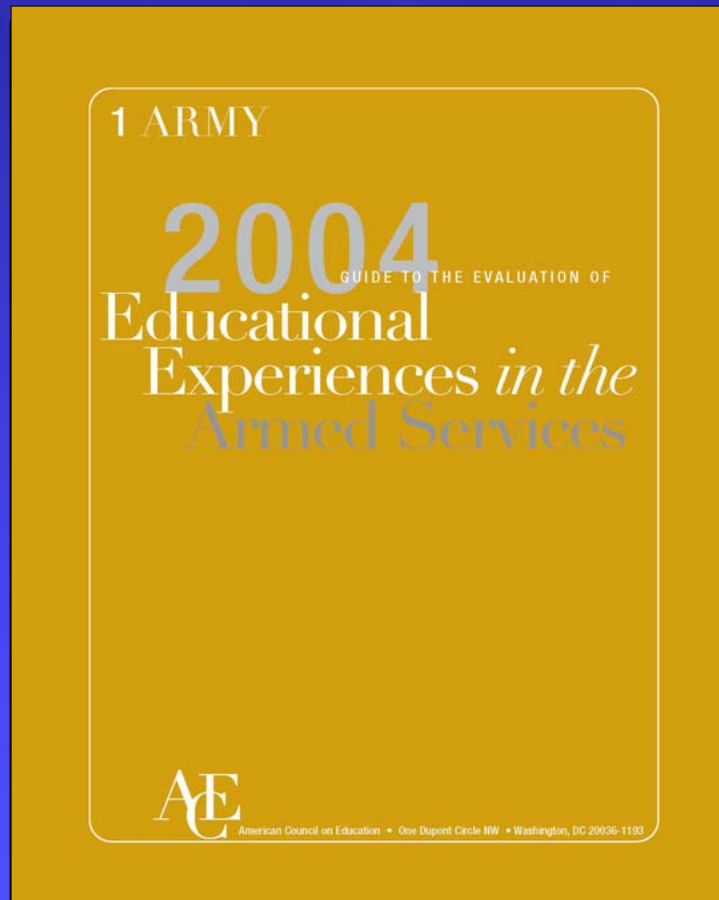
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# Guide Online

[www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu)

**Daily  
Updates**



**1954-1989**



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# **Transfer Decision Resources**

## **Transcripts**

**AARTS**

**SMART**

## **Service Records**

**DD214**

**DD295**

**VMET**

**completion certificates**



# Two Areas of Importance

Navy Rating 

# Courses

B-6	DD Form 214 (1979)	THIS IS AN IMPORTANT RECORD SAFEGUARD IT	ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID																																								
CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES																																											
<b>DD FORM 214</b> 1 JUL 79	PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.		<b>CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY</b>																																								
1. NAME (Last, first, middle) <b>EWCM</b>	2. DEPARTMENT, COMPONENT AND BRANCH <b>NAVY - USN</b>		3. SOCIAL SECURITY NO. <b>123   45   6789</b>																																								
4a. GRADE, RATE OR RANK <b>E9</b>	4b. PAY GRADE <b>E9</b>	5. DATE OF BIRTH <b>14 AUG 42</b>	6. PLACE OF ENTRY INTO ACTIVE DUTY <b>San Diego, California</b>																																								
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND <b>USS ALBANY (CG-10)</b>		8. STATION WHERE SEPARATED <b>USS ALBANY (CG-10) at Gaeta, Italy</b>																																									
9. COMMAND TO WHICH TRANSFERRED <b>Not applicable</b>		10. SOU COVERAGE AMOUNT \$ <b>20,</b> <input type="checkbox"/> NONE																																									
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALITY (Additional specialty numbers and titles involving periods of one or more years)  <b>EW-1774 Electronics Warfare Systems Technician (SLQ-22/24)</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">12. RECORD OF SERVICE</th> <th style="width: 10%;">YEAR (Y)</th> <th style="width: 10%;">MON (M)</th> <th style="width: 20%;">DAY (D)</th> </tr> </thead> <tbody> <tr><td>a. Date Entered AD This Period</td><td>74</td><td>01</td><td>04</td></tr> <tr><td>b. Separation Date This Period</td><td>80</td><td>05</td><td>13</td></tr> <tr><td>c. Net Active Service This Period</td><td>06</td><td>04</td><td>10</td></tr> <tr><td>d. Total Prior Active Service</td><td>13</td><td>03</td><td>22</td></tr> <tr><td>e. Total Prior Inactive Service</td><td>00</td><td>00</td><td>00</td></tr> <tr><td>f. Foreign Service</td><td>00</td><td>00</td><td>00</td></tr> <tr><td>g. Sea Service</td><td>03</td><td>01</td><td>07</td></tr> <tr><td>h. Effective Date of Pay Grade</td><td>79</td><td>12</td><td>16</td></tr> <tr><td>i. Reserve Oblig. Term, Date</td><td>NA</td><td>NA</td><td>NA</td></tr> </tbody> </table>		12. RECORD OF SERVICE	YEAR (Y)	MON (M)	DAY (D)	a. Date Entered AD This Period	74	01	04	b. Separation Date This Period	80	05	13	c. Net Active Service This Period	06	04	10	d. Total Prior Active Service	13	03	22	e. Total Prior Inactive Service	00	00	00	f. Foreign Service	00	00	00	g. Sea Service	03	01	07	h. Effective Date of Pay Grade	79	12	16	i. Reserve Oblig. Term, Date	NA	NA	NA
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i. Reserve Oblig. Term, Date	NA	NA	NA																																								
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             Good Conduct Award (FIFTH)              Navy Expeditionary Medal              Armed Forces Expeditionary Medal              National Defense Service Medal           </div> <div style="width: 50%;">             Republic of Viet-Nam Campaign Medal w/device              Viet-Nam Service Medal (7 awards)              Navy Unit Commendation Medal (2 awards)              Joint Service Commendation Medal           </div> </div>																																											
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             Instructor Basic - 4 weeks - Mar 74              OHS Advanced - 2 weeks - Apr 77              RD "B" School - 32 weeks - Apr 71              Electronics Warfare Operator "C" - 6 weeks - May 71           </div> <div style="width: 50%;">             CET WLR-1 Series (7107) - 7 weeks - Jul 71              CET AN/UHQ-6 - 8 weeks - Sep 71              ASW Tactical Course - 1 week - Jan 63              RD "A" - 24 weeks - Jan 62           </div> </div>																																											
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																																									
17. DAYS ACCRUED LEAVE PAID "ONE"																																											
18. REMARKS <p>Immediate reenlistment, 14 May 1980. This form was administratively issued 14 May 1980</p> <p>Block 13 continued: Combat Action Ribbon - Navy "E" Ribbon (2 awards).</p>																																											
19. MAILING ADDRESS AFTER SEPARATION <b>404 Twin Oaks Drive, Havertown, PA 19083</b>		20. MEMBER REQUESTS COPY # 6 BE SENT TO _____ DIR. OF VET AFFAIRS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																																									
21. SIGNATURE OF MEMBER BEING SEPARATED 		22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN <div style="text-align: right;">   <b>Assistant Personnel Officer</b> </div>																																									



*No longer necessary!*

SMART - <https://smart.cnet.navy.mil>

AARTS - <https://aartstranscript.army.mil>

Coast Guard - <http://www.uscg.mil/hq/cgi/>

Community College of the Air Force

[http://www.au.af.mil/au/ccaf/active\\_transc.htm](http://www.au.af.mil/au/ccaf/active_transc.htm)



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# Army/ACE Registry Transcript System

## AARTS

Available to:

- Regular Army
- Army National Guard
- Reserves
- Veterans



### ARMY / AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT



ISSUED: 2/1/2002

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Page 1

ADMISSIONS  
SAINT LEO UNIV  
CENTER FOR ONLINE LEARNING  
9417 PRINCESS PALM AVE STE 150  
TAMPA, FL 33619-8313

NAME: PUBLIC JOHN Q  
SSN: 999-99-9999  
RANK: SERGEANT FIRST CLASS  
STATUS: ACTIVE  
SERVICE: 16 YEARS, 3 MONTHS

AARTS ID: 2002-W0003690

#### MILITARY COURSE COMPLETIONS

COURSE: BASIC TRAINING  
(RECRUIT TRAINING)

ACE GUIDE NUMBER  
AR-2201-0399

**DESCRIPTION:**  
UPON COMPLETION OF THE COURSE, THE RECRUIT WILL BE ABLE TO DEMONSTRATE GENERAL KNOWLEDGE OF MILITARY ORGANIZATION AND CULTURE, MASTERY OF INDIVIDUAL AND GROUP COMBAT SKILLS INCLUDING MARKSMANSHIP AND FIRST AID, ACHIEVEMENT OF MINIMAL PHYSICAL CONDITIONING STANDARDS, AND APPLICATION OF BASIC SAFETY AND LIVING SKILLS IN AN OUTDOOR ENVIRONMENT. INSTRUCTION INCLUDES LECTURES, DEMONSTRATIONS, AND PERFORMANCE EXERCISES IN BASIC MILITARY CULTURE/SUBJECTS INCLUDING MARKSMANSHIP, PHYSICAL CONDITIONING, FIRST AID AND OUTDOOR ADAPTATION/LIVING SKILLS.

**ACE CREDIT RECOMMENDATION:**  
IN THE LOWER DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 1 SEMESTER HOUR IN PERSONAL PHYSICAL CONDITIONING, 1 IN OUTDOOR SKILLS PRACTICUM, 1 IN MARKSMANSHIP, AND 1 IN FIRST AID.

COURSE NUMBER: 800-94B10  
TITLE: FOOD SERVICE SPECIALIST (COOKING)  
LOCATION: QUARTERMASTER SCHOOL AT FT LEE, VA  
DATES TAKEN: 01/08/1986-03/05/1986

ACE GUIDE NUMBER  
AR-1729-0009

**DESCRIPTION:**  
TO TRAIN PERSONNEL IN THE TERMINOLOGY AND BASIC TECHNIQUES OF FOOD PREPARATION, EQUIPMENT OPERATION AND MAINTENANCE, RECIPES, AND SANITATION. SMALL- AND LARGE-QUANTITY COOKING, BAKING, AND MEAT CUTTING; BASIC FOOD THEORY; CARE AND OPERATION OF LARGE-SIZED EQUIPMENT UNDER FIELD CONDITIONS; AND DUTIES AND RESPONSIBILITIES OF FOOD SERVICE PERSONNEL.

**ACE CREDIT RECOMMENDATION:**  
IN THE UPPER-DIVISION BACCALAUREATE, 6 SEMESTER HOURS IN FOOD PREPARATION (12/73).

COURSE NUMBER: 800-94B30  
TITLE: FOOD SERVICE SPECIALIST BASIC NONCOMMISSIONED OFFICER (NCO)  
LOCATION: NCO ACADEMY AT FT LEE, VA  
DATES TAKEN: 11/16/1992-02/18/1993

ACE GUIDE NUMBER  
AR-1729-0039

**DESCRIPTION:**  
UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE ABLE TO PREPARE AND SERVE FOOD IN ACCORDANCE WITH QUALITY ASSURANCE AND BASIC NUTRITION GUIDELINES IN A SAFE AND SANITARY ENVIRONMENT. CONFERENCES, SMALL GROUP INSTRUCTION, AND PRACTICAL EXERCISES ARE USED TO COVER NUTRITION, FOOD PREPARATION AND SERVING TECHNIQUES, FOOD SERVICE SANITATION, EQUIPMENT MAINTENANCE, AND FOOD SERVICE MANAGEMENT. OTHER TOPICS INCLUDE SECURITY, BASIC COMPUTER APPLICATIONS, AND RECORD KEEPING. THIS COURSE CONTAINS A COMMON CORE OF LEADERSHIP SUBJECTS.

**ACE CREDIT RECOMMENDATION:**  
IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 3 SEMESTER HOURS IN FOOD SERVICE MANAGEMENT AND 1 IN FOOD SERVICE SANITATION. SEE AR-1406-0090 FOR COMMON CORE CREDIT.

"THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) PROHIBITS FURTHER RELEASE OF THIS RECORD WITHOUT THE WRITTEN CONSENT OF THE INDIVIDUAL"

American Council on Education

# Sailor/Marine/ACE Registry Transcript

## SMART

Available to:

- Active duty Sailors and Marines
- Enlisted and Officers
- Reserve Component
- Veterans



### SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT



**\*\*INDIVIDUAL COPY\*\***

Name: LASTNAME, FIRSTNAME M  
SSN: 777-77-7777  
Rank: Aviation Support Equipment Technician, First Class  
Status: Active

Transcript Sent To:  
LASTNAME, FIRSTNAME M

#### Military Course Completions

<b>Course:</b> Basic Military Training (Recruit Training)	<b>ACE Identifier:</b> NV-2202-0014
<b>Date Taken:</b> 09-DEC-1985	<b>Military Course ID:</b> X-777-7770
<b>Description:</b> To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.	
<b>ACE Credit Recommendation:</b> In the lower-division baccalaureate/associate degree category, 1 semester hour in personal fitness/conditioning, 1 in personal/community health, and 2 in first aid and safety (10/79).	
<b>Course:</b> Enlisted Basic Aviation Training (Aviation Fundamentals, Class AP) Naval Air Technical Training Center Millington, TN	<b>ACE Identifier:</b> NV-1704-0157
<b>Date Taken:</b> 11-FEB-1986 To 24-FEB-1986	<b>Military Course ID:</b> C-000-2010
<b>Description:</b> To train personnel in aviation mechanical fundamentals.	
<b>ACE Credit Recommendation:</b> In the lower-division baccalaureate/associate degree category, 1 semester hour in aircraft fundamentals or maintenance technician (2/81).	
<b>Course:</b> Aviation Support Equipment Technician (Mechanical), Class A Naval Air Technical Training Center	<b>ACE Identifier:</b> NV-1704-0246

**\*\* PRIVACY ACT INFORMATION \*\***

05/16/2001

# Web Delivery

## FEATURES

- Secure, password protected
- Transcript lists updated daily
- Confidential
- View/delete option
- Downloadable printed copies
- Archive option

# Websites and Contact Information

AARTS Operations

415 McPherson Avenue

Ft. Leavenworth, KS

66027-1373

Toll-free: 866-297-4427

<https://aartstranscript.army.mil>

SMART Operations

NETPDTC, N2

6490 Saufley Field Road

Pensacola, FL 32509

Toll-free: 877-253-7122

<https://smart.cnet.navy.mil>



American Council on Education

# TRANSCRIPTS

LASTNAME, FIRSTNAME M 777-77-7777 Page 1 of 5

**SAILOR/MARINE  
AMERICAN COUNCIL ON EDUCATION  
REGISTRY TRANSCRIPT**

**\*\*INDIVIDUAL COPY\*\***

Transcript Sent To:  
LASTNAME, FIRSTNAME M

Name: LASTNAME, FIRSTNAME M  
SSN: 777-77-7777  
Rank: Aviation Support Equipment Technician, First Class  
Status: Active

**Military Course Completions**

Course: Basic Military Training (Recruit Training) ACE Identifier: NV-2302-0014  
Date Taken: 09-DEC-1985 Military Course ID: X-777-7770

Description:  
To assimilate recruits into the Navy way of life and to prepare them for further advanced training in specialized Navy occupations.

ACE Credit Recommendation:  
In the lower-division baccalaureate/associate degree category, 1 semester hour in personal fitness/conditioning, 1 in personal/community health, and 2 in first aid and safety (10/79).

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Naval Air Technical Training Center  
Millington, TN  
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Naval Air Technical Training Center  
Date Taken: 05/16/2001

**\*\* PRIVACY ACT INFORMATION \*\***

**ARMY / AMERICAN COUNCIL ON EDUCATION  
REGISTRY TRANSCRIPT**

Page 1

ISSUED: 2/1/2002 \*\* INSTITUTIONAL COPY \*\*

ADMISSIONS: SAINT LOUIS CENTER FOR ONLINE LEARNING 9417 PRINCESS PALM AVE STE 150 TAMPA, FL 33619-8313

NAME: PUBLIC JOHN Q  
SER: 00-00-0000  
RANK: SERGEANT FIRST CLASS  
STATUS: ACTIVE  
SERVICE: 16 YEARS, 3 MONTHS

AARTS ID: 2002-M0003490

**MILITARY COURSE COMPLETIONS**

COURSE: BASIC TRAINING (RECRUIT TRAINING) ACE GUIDE NUMBER: AR-2201-0399

DESCRIPTION:  
UPON COMPLETION OF THE COURSE, THE RECRUIT WILL BE ABLE TO DEMONSTRATE GENERAL KNOWLEDGE OF MILITARY ORGANIZATION AND CULTURE, MASTERY OF INDIVIDUAL AND GROUP COMBAT SKILLS INCLUDING MARKSMANSHIP AND FIRST AID, ACHIEVEMENT OF MINIMAL PHYSICAL CONDITIONING STANDARDS, AND APPLICATION OF BASIC SAFETY AND LIVING SKILLS IN AN OUTDOOR ENVIRONMENT. INSTRUCTION INCLUDES LECTURES, DEMONSTRATIONS, AND PERFORMANCE EXERCISES IN BASIC MILITARY CULTURE/SUBJECTS INCLUDING MARKSMANSHIP, PHYSICAL CONDITIONING, FIRST AID AND OUTDOOR ADAPTATION/LIVING SKILLS.

ACE CREDIT RECOMMENDATION:  
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COURSE NUMBER: 800-94810 ACE GUIDE NUMBER: AR-1729-0009  
TITLE: FOOD SERVICE SPECIALIST (COOKING)  
LOCATION: QUARTERMASTER SCHOOL AT FT LEE, VA  
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DESCRIPTION:  
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ACE CREDIT RECOMMENDATION:  
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COURSE NUMBER: 800-94830 ACE GUIDE NUMBER: AR-1729-0039  
TITLE: FOOD SERVICE SPECIALIST BASIC NONCOMMISSIONED OFFICER (NCO)  
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ACE CREDIT RECOMMENDATION:  
IN THE LOWER-DIVISION BACCALAUREATE/ASSOCIATE DEGREE CATEGORY, 3 SEMESTER HOURS IN FOOD SERVICE MANAGEMENT AND 1 IN FOOD SERVICE SANITATION. SEE AR-1446-0010 FOR COMMON CORE CREDIT.

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**Registry of Credit Recommendations**  
American Council on Education  
One Dupont Circle • Washington, D.C. 20036-1193  
(202) 962-0434

UNIVERSITY OF SAN FRANCISCO  
1500 CALIFORNIA AVENUE  
SAN FRANCISCO, CA 94115

IDENTIFICATION #: 952-01-0000  
Birth Date: 01/02/1960

10/03/1997

COURSE CODE	DATE TAKEN	CREDIT RECOMMENDATION
ATTN-0014	07/01/1985	ENTERPRISE LEADERS PROGRAM AT&T GRADUATES: 1 HR. ENTREPRENEURIAL MANAGEMENT OR MANAGEMENT REACTIVE 4 EXITS (11 HRS) STUDENTS WILL ASSESS THE STRATEGIC COMPANY THROUGH THE SET (STRATEGIC BUSINESS SET) FINANCIAL, OPERATIONAL AND MARKETING PLAN. THE FINANCIAL PLAN IS A SIMPLE PROGRAM.
INTW-0012	04/01/1985	INTERVIEW SKILLS (15-1500) NEW ENGLAND TELEPHONE CO. LE BACALALCO-1 SR. INTERVIEW COMMUNICATIONS 2 1/2 DAYS (AT 2/2 HRS) STUDENT WILL BE ABLE TO USE THE POSITIONING AND SUCCESSFUL MANAGEMENT TOOL. WILLINGNESS TO BE ABLE TO MANAGE AN EFFECTIVE PERSONAL, BUSINESS, AND/OR SOCIAL LIFE. SEE 000-000-0000 FOR
PR-0011	08/01/1985	1. PLANNING CONCEPTS (10/04) 2. MANAGING PERFORMANCE (10/05) 3. TAKING CHARGE OF TIME (10/07) PACIFIC BELL AN ANALYSIS OF THE NEW EMPLOYEE DEVELOPMENT A HR (11 HRS) TYPES & CATEGORIES OF COUPLES STRATEGIES, INCLUDING ON-BOARDING, SETTING PRACTICAL PERFORMANCE STANDARDS, INCLUDING TRINITY'S EFFICIENCY.
SNEL-0011	07/04/1985	1/24 885 OVERVIEW AND SOFTWARE (11) ON BELL SYSTEMS OF VOC CARRIER-1 SR. ELECTRONIC/MECHANICAL TECHNOLOGY 4 EXITS (11 HRS) STUDENT WILL BE ABLE TO DESCRIBE THE JOURNAL OF THE 885 PROCESSOR AND THE TYPINGWHEEL, JOURNAL, JOURNAL AND INTERPRET INPUT AND OUTPUT RESULTS, AND IDENTIFY SOFTWARE DOCUMENTATION. Additional Activities on File

Users are urged to consult the current issues of The National Guide to Educational Credit for Training Programs which is available for a fee from 300-279-0700 or The Guide to Credit for Educational Activities which is available from the Credit for Educational Programs of the American Council on Education 602 959 0434.



# How to Contact Us...

**American Council On Education**

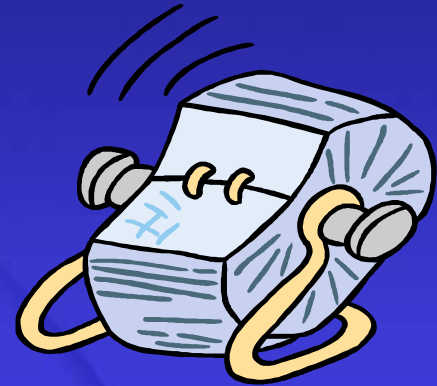
**Military Programs**

**One Dupont Circle, Suite 250**

**Washington, DC 20036**

**202-939-9470**

**Mileval@ace.nche.edu**



\*\*\*\*\*

**Cynthia Bruce, Courses and Occupations**

**Diana Gross, Transcripts, Academic Outreach**



American Council on Education